



CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF	RELEASE DATE:	Wednesday, January 21, 2009
POSITION TITLE:	Chief, Administrative Services Division	FINAL FILING DATE:	Wednesday, February 4, 2009
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	12172008_4

POSITION DESCRIPTION

As a nonuniformed member of the Department's top management team, and under the general direction of the Assistant Commissioner, Staff, the Chief, Administrative Services Division, has overall responsibility for the management of the financial operations, fleet operations, human resources, departmental business services, statewide facilities management, and support of emergency operations of the Department of the California Highway Patrol.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability as demonstrated by the quality and breadth

of experience, the following factors will be emphasized in competitively evaluating each candidate:

1. Ability to perform top management team policy making with Commissioners and other Division Commanders.
2. Ability to plan, organize, direct, and control the operations of the following Division functions:

Financial Operations – Serves as the Department's financial planner, responsible for the development of the Department's fiscal program, allocation of fiscal resources, monitoring of expenditures, and the rendering of expert advice and assistance of Field Commanders. Oversees the development and presentation of the Department's annual support budget and the analysis/control of expenditures. Coordinates with other Divisions on the allocation of available resources required to attain departmental goals and achieve program objectives. Oversees and directs management of the Fiscal Management Section, which includes a full range of centralized accounting operations. Represents the Department at legislative and budget hearings to properly relate the fiscal and program philosophy of the Department.

Facilities Development and Maintenance – Includes planning, developing, budgeting, and presentation of the Department's long range capital outlay program (including site selection, construction inspection, and project and contract management), and centralized property management of all Department facilities.

Business Services – Oversees the management of the centralized Business Services Section, including the preparation and processing of all contracts, purchasing and storing of items (including specialized police protective equipment) in a central warehouse for shipping to over 150 locations throughout the State; processes 20,000+ requisition requests annually; monitors/tracks the \$30 million equipment budget, including approving and processing equipment requests; manages the \$1 million photocopier acquisition and maintenance program; has physical accountability of \$88 million worth of major equipment items; manages the Department's printing function; and manages the mail support services and the central reproduction services shop.

Human Resources – Ensures the effective administration of the CHP's human resources program covering 11,157 positions. Oversees and directs through a subordinate, the management of human resource functions including selection and hiring programs, the classification plan, examinations, job analyses, selection research projects, personnel transactions and payroll, the benefits program, the implementation of collective bargaining provisions of 12 bargaining unit agreements, the bilingual services and pay program, maintenance of 20,000+ confidential official personnel files, and the resolution of salary and appointment issues. Oversees the formulation and implementation of statewide departmental human resource policies. Acts as the principal advisor to the Commissioner on statewide human resource issues, policy development and interpretation. Serves as the human resource authority of the CHP Executive Staff, which includes evaluating and making recommendations to Executive and Top Management Staff on program proposals and operations; oversees comparative analyses of programs and operations, devises strategies to deal with problematic human resource issues, and participates in the development of implementation plans for new programs. Provides final division-level review of employee grievances, resource utilization, disciplinary actions, and personnel investigations.

Fleet Operations - Directs and manages the Department's statewide fleet operations. Chairs the Motor Vehicle Advisory Board, a group of Assistant Chiefs, CHP, who consider fleet management issues, initiate operational changes and make policy recommendations to the Commissioner. With subordinate assistance, develops specifications for and coordinates the purchase of vehicles; designs and monitors prototype development, ensures the manufacture, acquisition, and installation of

specialized law enforcement support equipment in all vehicles; coordinates with vehicle manufacturers for resolution of production, operating, quality control, and safety problems; coordinates vehicle delivery, inspection, performance, testing, and acceptance; develops and maintains a centralized automated fleet management information system; and manages a statewide vehicle salvage operation, including the reconditioning and sale of used vehicles.

Emergency Operations - Maintains the readiness of support units to respond in the event of an emergency and provides advice, direction and services to CHP emergency incident management personnel. During emergency operations, oversees the financial and logistical support operations in the Headquarters Emergency Resource Center and assures that these services are provided to the operating units at the scene. This entails maintaining inventories, distributing supplies and equipment, procurement of space, arranging for feeding and lodging of CHP operation units, obtaining contractual support services and specialized equipment, financial record keeping for cost recovery purposes, administering compensation and claim functions arising from injury, death, and property loss associated with the incident, development of cost analyses, and financial reports.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Administrative Services Division**, with the **CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as a part of the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than five pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF, Examinations
P.O. Box 942898, Sacramento, CA 94298-0001

Dr. Wendy Wilson | (916) 375-2535 | WWilson@chp.ca.gov

ADDITIONAL INFORMATION

Applications must be received by 5:00 p.m. on February 4, 2009, the final filing date. Any applications received after 5:00 p.m. on this date, including those postmarked on this date, will not be accepted. In addition, faxed and emailed applications will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HIGHWAY PATROL, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>